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CENTRAL ASIAN REPUBLICS LOCAL GOVERNANCE PROJECT IN TAJIKISTAN

Year 1 Annual Report

October 31, 2013

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CENTRAL ASIAN REPUBLICS LOCAL GOVERNANCE PROJECT IN TAJIKISTAN

Year 1 Annual Report

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Abbreviations and Acronyms

Aga Khan Foundation	AKF
Capacity Improvement Plan	CIP
Central Asian Republics	CAR
Chief of Party	CoP
Civil Servant Department	CSD
Civil Servants Training Center	CSTC
Civil Servants Training Institute	CSTI
Community-based Organizations	CBOs
District Republic of Subordinated	DRS
Donors Coordination Council	DCC
Financial Advisory Services	FAS
Geographic Information System	GIS
Gorno Badakhshon Autonomous Oblast	GBAO
Government of the Republic of Tajikistan	GoRT
Inter-ministerial Working Group	IMWG
Local Development Initiative	LDI
Mahalla Committees	MCs
Management Systems International	MSI
Ministry of Finance	MoF
Ministry of Foreign Affairs	MFA
Mountain Societies Development Program	MSDSP
Public Finance Management	PFM
Regional Development and Cooperation Strategy	RDCS
Small Infrastructure Projects	SIPs
State Service Department	SSD
United Nations Development Programme	UNDP
United States Agency of International Development	USAID
USAID Central Asian Republics Local Governance Project in Tajikistan	LGP
Village Development Plans	VDPs

Executive Summary

During its first year, the USAID Central Asian Republics Local Governance Project in Tajikistan (LGP) succeeded in establishing its office headquarters, recruiting and staffing its local team, and developing strong, foundational project deliverables, all which enabled the team to initiate key technical assistance to the Government of the Republic of Tajikistan (GoRT). During the project's first quarter, the team had its foundational project deliverables, the Performance Monitoring Plan (PMP), the Year 1 Work Plan and the Site Selection Plan, submitted and approved by USAID. During the second and third quarters of the project, the team received the green light from the GoRT to begin engaging local governments and conducted its site selection as well as baseline assessment of selected target jamoats. The capstone achievement of LGP's first year was the establishment of the Inter-ministerial Working Group (IMWG), a national level body composed of ministers from the President's Administration and other relevant ministries for local governance and decentralization. Since no natural counterpart existed for the project at the out start, and given the project's approach of both strengthening the enabling environment for decentralization at the national level as well as building capacity at the sub-national level, the establishment of the IMWG was of paramount importance and will be a huge driver for progress in the years of the project to come. The following is a detailed report of project progress and accomplishments during Year 1.

Project Overview

The overarching purpose of LGP is to enhance USAID's assistance to the GoRT in its implementation of the 2009 Law on Local Self-Governance in a Town and Townships. At the sub-national level, the project seeks to improve the capacity of local governments to deliver communal services to citizens, particularly clean drinking water. Other project objectives include strengthening citizen's participation in local government decision-making and public-private partnerships for service delivery. Overall, the project will foster stability, democratic practices and economic development by increasing the capacity and accountability of Tajikistan's sub-national government. The following results were identified as key to successful implementation of the project:

Result 1: Strengthened legal enabling environment to support sub-national governance

Component 1.1: Improve national-level policy and legal environment

Component 1.2: Enhance capacity of national-level institutions and officials

Result 2: Sub-national government entities are more effective in meeting citizens' needs

Component 2.1: Strengthen the capacity of sub-national government officials

Component 2.2: Capacity to budget, procure and manage communal services

Component 2.3: Increase access to sustainable, safe drinking water

Result 3: Increased participation of constituents in sub-national government decision-making and service provision

Component 3.1: Increase participatory decision-making

Component 3.2: Strengthen the capacity of CBOs and private enterprises

Geographic Presence

A total of 20 jamoats in 10 districts were selected to be recipients of project assistance. LGP gathered information and data across all districts of Tajikistan, including geographic, demographic, economic and financial information to identify potential target districts.

The jamoats were selected based on the methodology described in the project's USAID-approved site selection plan.

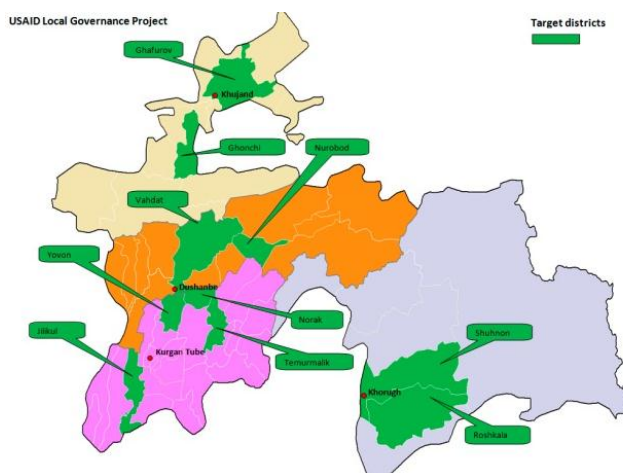


Figure 1 LGP Target Jamoat Districts

Tajikistan LGP Target Jamoats			
Number	District	Jamoat shahrak	Jamoat dehot
1	Gonchi	Gonchi	Ismoil
2	B. Gafurov	Gafurov	Gozien
3	Jilikul	20 solagii Tojikiston	Jilikul
4	Norak	-	Dukoni Puli Sangin
5	Temurmalik	Sovet	Boboi Yunus
6	Yovan	Yovan	Chorgul
7	Vakhdat	-	K. Ismoilov Chorsu
8	Nurobod	Darband	Khumdon
9	Roshtkala	-	Roshtkala Tusien
10	Shugnon	-	Shirinjonov Suchon
Total		6	14

Year 1 Highlights

Project Start-Up

During the first three months of the project, the team focused its attention on three primary activities: mobilization and project office set-up, meetings with USAID, counterparts and GoRT representatives, and the development of project deliverables. While working to mobilize and establish the project office, members of the Home Office team, Eric Uggen and Madeline Turin traveled to Dushanbe and met with local staff to identify a project office spaces and negotiate the conditions of the office lease. While in Dushanbe the Home Office team also visited the local bank to activate an already existing bank account and adjust account signatories. Mr. Uggen and Ms. Turin met with USAID and ensured the necessary transfer and receipt of all previously held project equipment. In addition, during their visit to Dushanbe, Mr. Uggen and Ms. Turin brought on-board the LGP Chief of Party (CoP), obtaining his work permit and setting up his residence. With the CoP on-board, the LGP team became to take shape and meetings were initiated with staff to arrange contracting and further office logistics operations.

Once the office was established, the team shifted its focus to meeting with counterparts and other key government stakeholders. The LGP team worked to establish relationships with stakeholders and invited feedback on activities included in the Year 1 Work Plan. Further input was solicited for the identification of target jamoats in the Site Selection Plan.

Site Selection

Through the Site Selection process during Year 1, the project identified a total of 20 jamoats in 10 districts to be recipients of the project's assistance over the next four years. In order to narrow the pool of candidate districts, the project team first gathered information characterizing geographic, demographic, economic, and financial status of districts (including district budget revenues).

Consultations were held with GoRT authorities on approval of a list of target districts. On February 8, a working group meeting was held with representatives of the Ministry of Finance (MoF) and Ministry of Economic Development and Trade (MoEDT) and on February 21 a separate meeting was organized within the President's Administration, both with the participation of USAID. During these meetings the project's site selection methodology was discussed, and a copy of LGP's Site Selection plan and proposed districts was forwarded to the President's Administration for consideration. During the meeting on February 21, formal approval was requested from the President's Administration to engage target jamoats per the proposed Site Selection plan.

On April 1, LGP received a letter of support from the President's Administration, granting permission to begin canvassing jamoats in agreement with its USAID-approved LGP Site Selection Plan. In response to initial engagement and solicitation, the project received 68 applications from jamoats of districts in the Gorno Badakhshon Autonomous Oblast (GBAO),



Figure 2 Shavkat Saxibov, Deputy, Rustam Boboev, Ulugbek Kaimov, Lola Kudusova

Sughd, and Khatlon regions and the District Republic of Subordinated (DRS) for participation in LGP. From these, a total of 20 jamoats were shortlisted to participate in the project.

Baseline and Needs Assessment

Following the selection of target jamoats, the LGP team conducted a baseline and training needs assessment to tailor its technical assistance and create a baseline for jamoats' capacity building and trainings. The LGP team in coordination with partner organization, the Mountain Societies Development Program (MSDSP), collected data for the baseline and training needs assessment in all target jamoats. As a part of this work in the field, the



Figure 3 Jamoat staff during LGP presentation in jamoat shaharak Soviet

project team administered 20 key informant interviews with the jamoat employees and independent deputies. Likewise, the MSDSP team conducted 155 interviews with representatives of community-based organizations (CBOs), particularly the heads of Mahalla Committees (MCs) across the target districts. In order to identify the training needs of jamoats, a total of 100 training need assessments were completed by jamoat employees and independent deputies. The LGP team entered and analyzed the data and prepared a final report detailing this analysis for USAID. The report was submitted to USAID in September.

GIS/Activity database

As a means of both keeping track of its activities in target jamoats and representing its progress graphically, LGP's Monitoring & Evaluation Specialist worked with the Home Office on developing a geographic information system (GIS) Activity Database for LGP. Teleconference meetings were held with the GIS Specialist in the Deloitte Home Office from February through May to determine the requirements for the database and develop it for use on the project. In the Home Office, James Parker of Deloitte Financial Advisory Services (FAS) worked with Mr. Uggen and Ms. Turin to design the database and prepare a demonstration for USAID, which took place in June. The database allows LGP project activities to be monitored, updated, and tracked through interactive virtual map.

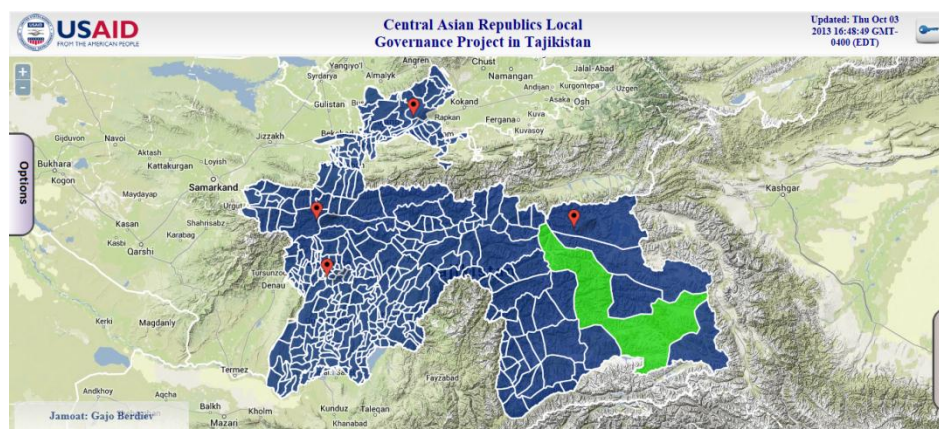


Figure 4 LGP Interactive Activity Database

Year 2 Work Plan Submitted

At the close of August, LGP submitted its Year 2 Work Plan to USAID for feedback. The team received feedback from Ms. Vahobova during a meeting on September 4 in Dushanbe. The draft Year 2 Work Plan organized activities into three project components, Policy, Practice and Participation. After the September 4 meeting with USAID, the LGP team agreed to revise the draft Work Plan based on comments raised and incorporate a Logical Framework provided by USAID.

On September 27, LGP's Year 2 Work Plan was re-submitted to Ms. Vahobova for review and approval. The draft included a narrative on the theory and methodology of project activities, a tailored Logical Framework, a draft training plan outlining planned capacity development activities and a Gantt Chart of activities, organized by project component. As the period of reporting ended, the plan was pending approval.

Collaboration with USAID and Other Donors

Throughout LGP's first year, the team convened with various regional and project stakeholders on matters of collaboration and coordination related to the implementation of the project. The full breadth of detail of these meetings is provided in the report's appendix.

During the project's first quarter, USAID and LGP met with representatives of the GoRT Project on Public Administration Reform, as well as representatives from the United Nations Development Programme (UNDP) to discuss opportunities for collaboration on decentralization and fiscal reform. During one of these initial meetings, the subject was raised of establishing a group on local self-governance within the GoRT to review local governance issues at municipal level.

During the initial phase of the project, LGP reached out to the MoF to discuss selection criteria for target jamoats and the list of potential districts. LGP also met with the State Service Department to present project objectives and discuss possible cooperation in capacity building of local state officials.

On February 19, the LGP team hosted USAID Central Asian Republics (CAR) Mission Director, Anne H. Aarnes, at the LGP office. The LGP team gave a brief presentation on Local Development Initiatives (LDI) as context for the new project. During the discussion, the team articulated the challenges it anticipated in implementing LGP, including finding champions for decentralization within the GoRT, training jamoat officials in budget preparation, and overcoming citizen resistance to paying for local services.

On March 11, LGP Field Coordinator, Ms. Kurbonbekova participated in a USAID's partners meeting held at the U.S. Embassy. The meeting focused on gaining input and insight into USAID's Regional Development and Cooperation Strategy (RDCS) from implementing partners in the region.

On March 12, LGP hosted the USAID COR at the project office to discuss data and the baseline assessment. On April 18, LGP hosted USAID Tajikistan's Agriculture Development Specialist, Chuck Sprecht, along with LGP representatives from USAID, for a discussion of a recent United Nations study that proposed reforms to legislation affecting farming. Mr. Sprecht sought the opinion of LGP's technical staff on the viability of the report's recommendations regarding funding for local

governments. The LGP team, represented by Mr. Imanov, averred that the FAO consultant correctly proposed that the functions of oblast, rayon, and jamoat government bodies needed to be clarified but expressed doubt that GoRT was likely to do more than experiment with alternate funding mechanisms for jamoats until such clarification had occurred. Mr. Sprecht, who manages the USAID Family Farming Project implemented by DAI, expressed there should be more opportunities for the two projects to express their experience and comment on the UN's attempts to implement the recommendations in its report.



Figure 5: Anne H. Aarnes, Munisa Vahobova, Lamar Cravens

During May, the LGP team explored differences in how the donor community is currently approaching decentralization in Tajikistan. In March, during a regular meeting of the Donors Coordination Council (DCC) for governance, the World Bank presented a paper entitled Improving Service Delivery Through Governance Reforms: Is Decentralization the Answer for Tajikistan. The conclusion of its author was cautious, offering that the current government might perceive decentralization as destabilizing, but nonetheless expressing the opinion that local service delivery would benefit from decentralizing decisions currently made at the national level.

On May 15, the DCC met again, this time to hear a summary and 'score card' on Public Finance Management (PFM) reform within the MoF. Independent consultant Michael Parry emphasized how many of the tasks in the PFM work plan had been completed in the last six months, and urged caution to the international community. Rather than push for too much too fast, he urged the donor organizations in attendance to proceed methodically, assisting the MoF to complete the steps in its work plan for reform in order.

During June, several consultations were held with representatives of USAID's monitoring and evaluation project, implemented by Management Systems International (MSI). MSI's Jennifer Brick met with the LGP team and discussed its process of selecting districts, and then the criteria for selecting jamoats within those districts to receive project assistance. LGP provided MSI with information about the population, economic, and financial health of all jamoats considered for inclusion in the project. This information aided MSI in overcoming a severe lack of such statistical detail currently available to them through the GoRT database.

On August 27, Mr. Cravens joined Ms. Vahobova at the offices of the UNDP for a discussion on how donors hope to assist the GoRT on progress towards decentralization. At this meeting it was revealed that the GoRT President's Office had approached UNDP about forming an overarching Local Governance Working Group. In contrast to the IMWG established by the LGP which focuses specifically on issues of fiscal decentralization, the Overarching Working Group would look at decentralization challenges more broadly. In addition, UNDP agreed to share a copy of the scope for the Overarching Working Group with USAID, and if possible a matrix of tasks and outputs to minimize the risk of duplication with the LGP IMWG.

On September 26, the LGP along with partner organization, the Aga Khan Foundation (AKF) met with Corey Hancock, Program Officer from the Strategy and Program Office in Almaty, Jeremy Willammee, Democracy and Governance Officer, Office of Democracy and Governance, Egypt, and Ms. Vahobova, LGP COR. The group discussed the drafting of a five year strategy for assistance programs in the thematic areas of justice, administration, and governance.

Progress by Result

Result One: Strengthening the Enabling Environment to Support Sub-National Governance

IR 1.1: Improve national-level policy and legal environment as it pertains to effective and accountable sub-national governance

Activity 1.1.1: Support implementation of jamoat budget and financial management reforms

In order to compose a general vision and approach to the pilot jamoat budget model, LGP prepared a concept for a pilot jamoat budget, including materials as well as meetings and resources. This concept was submitted to the PFM secretariat of the MoF. The pilot jamoat budget model is to be based on a functional analysis conducted by the predecessor project in 50 jamoats throughout the country. Additionally, the LGP jamoat model budget will be based on the financing of individual jamoats functions and will be introduced in four of the select LGP target jamoats. The methodology of building the capacity of these pilot jamoats to plan and manage their own budgets is based in the assumption that doing so will increase support within the MoF for fiscal decentralization.

To compose a general vision and approach to piloting jamoat model budgets, as well as harmonizing laws and regulation that contradict the 2009 Law on Self Government, USAID submitted a diplomatic note to the GoRT. On April 8, the Ministry of Foreign Affairs (MFA) submitted the diplomatic note to the Executive Office of the President. In response, a meeting was organized with the representatives of President's Administration, the MoF, and USAID to discuss the composition of a Working Group, its basic principles, and potential members. Representatives of the MoF, President's Administration, USAID and LGP were all in attendance. The government officials in attendance recommended that a group to serve as the government counterpart to the LGP and be formed under the auspices of the President's Office. They recommended that the group be composed of representatives of the President's Apparatus and deputy ministers from the MoF, MoEDT, and other relevant agencies. The IMWG was formally established on June 26, by the decree of Mr. Khudoyorov Bakhtiyor, the Head of the Executive Office of the President, with Mr. Mirzoev Khursanmurod, Senior Advisor to the President designated as the Group's leader. In the coming years, LGP will work with the IMWG to analyze local governance legislation in Tajikistan, and support capacity development among target jamoats.



Figure 6 Khursanmurod Mirzoev and Shavkat Sohibov

Citing the lack of a financing mechanism for local governments to realize the budget authority granted to them by the 2009 Law on Self-Governance as a key obstacle to decentralization, Mr. Mirzoev, inaugurated the first meeting of the IMWG on August 13. The group is composed of decision makers including deputy ministers from the MoEDT and MoF, Deputy Chairmen of the State Committee on Investments, State Property Management and Tax Committees, and the Head of the Civil, Economic and Social Legislation Department of the Ministry of Justice. The IMWG further includes local government representatives from the Yavan and Shugnan districts

and Sugd oblast, as well as Mr. Mirzoev, who serves as the IMWG chair. Chief among the responsibilities of the group will be to resolve inconsistencies between the 2009 Law on Self-Governance and other existing legislation and regulation. Through pilot model budgets in target jamoats, the committee will also influence broader concerns of fiscal decentralization and the effectiveness and efficiency of service delivery.



Figure 7 Jabborov RustamTukhtosunovich, Jamshed Shodikhon, Azatxonovich, Rajabov Rajabali

In order to pilot the jamoat budget model, the project team drafted recommendations and four jamoats were considered and approved by the members of the IMWG at its inaugural meeting on August 13.

On August 29, LGP drafted a work plan for the IMWG. The team received feedback from the members of the IMWG on the plan. LGP is currently finalizing the IMWG work plan and the jamoat budget model based on the recommendations from the IMWG with the assistance of an upcoming international short-term technical assistance (STTA) local governance expert.

After receiving feedback from the members of the IMWG on their draft work plan, one of its members, Abubakr Inomov, Head of Administration within the Ministry of Justice asked the project to arrange a visit for him to study property issues and notarial activities of the jamoats in Bobojon Ghafurov and Ghonchi district.

On September 11, Mr. Inomov, LGP DCOP Bakhtiyor Inamov, and the LGP's Regional Coordinator for Sughd, Mr. Naimjon Nabiev, met with the chairman and employees of jamoat shahrak Ghafurov and the head of the district registry office. They reviewed the practice of jamoat registration, how the jamoat collects funds, and how those funds are used by the district. Similar meetings were held on September 13 with the chairman and employees of jamoat Ismoil Somoni in Ghonchi district and the head of its district registry office.

On September 12, the team met with employees of the Justice Administration of Sughd Region, the heads of registry offices and notaries of Sughd Region and districts of B. Ghafurov. The meeting's served to discuss the notarial and registry activities of Sughd Region and the districts of B. Ghafurov and potential sources and mechanisms for financing public services if the funds collected in the districts were retained by the jamoats. Following this visit, Mr. Inomov prepared a report recommending registration fees collected in the jamoat district remain with the jamoat. Although nominal, such fees could provide a small, but regular revenue source to support operations and projects if retained by the jamoats. Expanding the variety of own-source revenues is a major consideration of the model budget being discussed by the IMWG.



Figure 8 Inomov Abubakr, Inamov Bakhtiyor, Malohat Kasymova, Pulotov Aminjon

Activity 1.1.2: Support implementation of the Concept of Housing and Communal Sector Reform

In order to streamline the central government's procedures on regulating tariffs for the services delivered by jamoats, the LGP team met with Akbar Khojaev, the head of the Department for Protection Development of Competition/Anti-monopoly Service and reviewed the first draft of the rules for conducting public discussion on a draft tariff schedule for services. These rules were jointly developed by LGP and the Antimonopoly Service.



Figure 9 Kurbonjon Mirzoeva, Emom Sidikov, Rajabali Rajabov

On May 28, the project team organized a round table to review draft procedural rules for jamoats to hold hearings on the rates they would change if granted authority to deliver basic services currently determined by the Antimonopoly Service.

In attendance were representatives from USAID and LGP as well as Mr. Akbar Khojaev, Head of Competition Defense and Development Department, Farukh Sharopov, Lawyer, Mamarahim Yusupov, Expert on local government issues and representatives from jamoats in Yovon, Vakhdat, and Ghafurov districts. At present, the rates for basic services are set centrally. The 2009 Law on Self-Governance, however, tenders the responsibility to the jamoats to set realistic rates, based on actual costs in their districts. Establishing a procedure by which jamoats could set those rates with the participation of the public would promote transparency and increase the legitimacy of the jamoats as they take over service provision. By organizing the round table, LGP afforded the Antimonopoly Service with feedback on this draft procedure, and helped to increase their confidence in the jamoats' ability to exercise the additional responsibilities devolved to them. Following the discussion, the service agreed to review the group's recommendations, and refer the new draft procedures to the Ministry of Justice for the promulgation of new regulations.

IR 1.2: Enhance capacity of national-level institutions and officials charged with implementing sub-national governance reforms

Activity 1.2.1: Develop capacity within the MoF to manage the decentralization process

In order to identify civil servants' needs, the LGP team submitted a letter including the agenda and a draft questionnaire on April 4 to the MoF requesting its assistance in organizing a workshop for conducting a needs assessment for the employees of the ministry. After receiving the approval from the MoF, the LGP team organized a needs assessment workshop on April 16 at the ministry's office in Dushanbe. The team presented on LGP and decentralization. Needs assessment applications were distributed and completed by the participants. These applications were collected and analyzed by the team. As a result, the team produced a report which it submitted to the ministry on May 16 for feedback.

Activity 1.2.2: Rollout workshops nation-wide focused on national decentralization policies and reform measures specifically targeted to jamoats

To create more opportunities for capacity building at the local level, LGP held consultations with the State Service Department (SSD) and the Civil Servants Training Center (CSTC) to address the training needs of jamoat officials and staff, and a draft Letter of Agreement was developed

between LGP, SSD and CSTC and submitted to the institutes for their feedback. On April 18 a meeting was held with Bakhridin Alizoda, the Deputy Provost of the Civil Servants Training Institute (CSTI) to discuss collaborative methods for addressing civil servants' training needs. Subsequent to the meeting, the LGP team prepared a draft letter detailing such methods and submitted it to the Civil Servant Department (CSD) and the CSTI for comment. In conjunction with this letter, the LGP team scheduled a meeting on May 21 at the office of the CSTC. During the meeting, the LGP team met with the rector of the center to explore possibilities for coordination. In an email from USAID following the meeting, project management was instructed to draft a concept paper, outlining assistance it could render through the center to reach jamoats, not presently included in LGP's service area.

Result Two: Sub-national government entities are more effective in meeting citizen's needs

IR 2.1: Strengthen the capacity of sub-national government officials to govern more effectively

Activity 2.1.1: Provide governance training to subnational officials

Consultations were conducted with the authorities of GoRT regarding the project's proposed list of target districts. A working group meeting was held with representatives of the MoF and MoDT on February 8. During the meeting an approach to finalizing selection of target districts and jamoats was discussed. The LGP team presented a draft methodology for the selection of target local governments. The ministry representatives expressed their satisfaction with the approach of the project and approved its proposed list of districts (as described in Section 3, above).

After receiving approval from the GoRT to begin engaging local governments as described above, the LGP team met with representatives in the Norak and Yovon districts, DRS Vakhdat district, Sughd Ghonji and Bobojon Ghafurov districts to introduce the project. Following these introductions, the LGP team conducted presentations to the target jamoats in Khatlon, Sughd, GBAO and DRS. During these meetings, the project team presented the project's goal and activities to representatives of the jamoats and districts, and encouraged them to complete an application and short questionnaire if interested in being considered for selection as one of the project's target localities.

Following these presentations, the team collected and analyzed the applications and prepared a final report. The project received 68 applications from jamoats for consideration under the LGP. Of these, 16 applications were insufficiently completed and these jamoats were rejected from further consideration. A total of 52 applications were analyzed and a ranking method was used for evaluation. 20 target jamoats were shortlisted as LGP target localities.

On May 31, the LGP team submitted its final list of target jamoats to USAID for approval. The first 16 jamoats, with the exception of four located in the GBAO district, received approval from the COR. During June, the four remaining jamoats in the GBAO district were also approved. Following the selection of



Figure 10 Jamoat representatives in jamoat dehot Dukoni discussing CIP

jamoats, the LGP team submitted official letters to all targeted districts stating proposed collaboration and activities, along with selection results.

In order to identify the interest and expectations of the jamoat, the LGP team conducted a baseline needs assessment in the target jamoats. A qualitative questionnaire was developed and completed by jamoat deputies and employees. A total of 192 respondents completed the questionnaire survey including 129 jamoat employees and 63 independent deputies.

The LGP drafted a Capacity Improvement Plan (CIP) for one jamoat (jamoat shahrak Darband) in Nurobod district of DRS, which was used as an example for developing similar plans in the remaining jamoats. The CIP consists of a step by step method for building the capacity of jamoat staff through trainings and technical assistance. After finalizing the sample CIP, the LGP regional coordinators and the Municipal Development Specialist drafted similar CIPs in each of their respective districts. The team drafted CIPs for 15 target jamoats and shared them with the jamoats.

Those jamoats then incorporated the recommendations into their individual development plans. The only remaining CIPs to be completed are in the jamoats of GBAO and jamoat *dehot* Chorsu in Vakhdat district in the DRS. Other draft CIPs will be discussed with the remaining jamoats during the month of October.

After to the completion of the baseline needs assessment, the project team began developing training material. Training materials will address the training needs of jamoat representatives identified during the needs assessment. The team has prepared training material on effective management of water supply entities, tariff setting for service delivery, and citizen involvement in local government decision making. Training material will also be developed on the foundation and practices of local self-governance.

The LGP project team organized five trainings on how to prepare jamoat budgets for the jamoats in Yovon, Temurmalik, and Norak districts of Khatlon region, Vahdat district in DRS and Ghonchi in Sughd region. The team organized a one day workshop on budgeting for the employees of jamoat *shahrak* Yovon and jamoat *dehot* Chorgul on June 12. On June 14 another workshop was held on the same theme for the employees of jamoat *dehots* Chorsu and jamoat *dehot* K. Ismoilov in Vakhdat district. Another workshop was organized for jamoats in Norak district on June 18 and in Temurmalik on June 21. Similarly, on July 2, the project team conducted a one day workshop in the Ghonchi district of Sughd region. The workshops were facilitated by LGP team member Ms. Kudusova and Asliddin Jurahonov, the Head of the Local Budget Department of Finance Administration, Yovon. Attending the workshop were the Heads of district Chairman's Office, Deputy Chairmen of the districts, and the Heads of the Economic, Finance and Statistic Departments in Yovon and Vahdat districts.

During the training the participants were briefed about the theory and practice of jamoat expenditures, budget development for financing labor, and services associated with local issues, such as increasing the greenery of their territory, solid waste management, and the renovation of roads and water supply.



Figure 11 Participants in a group discussion in Vahdat district

On July 3, the LGP team met with the jamoat Chairman, Deputy Chairman, Chief Accountant, statistician, tax specialist and the head of the jamoat communal service enterprise in jamoat *dehot* Khoziyov of Bobojon Ghafurov district and provided technical assistance on the formation of their budget estimates, considering allocation of funds for communal services delivery. A total of six participants attended this meeting.

IR 2.3: Increase access to sustainable, safe drinking water at the sub-national level

Activity 2.3.1: Assess models for effective water services delivery

The project team completed four technical and managerial assessments of water supply entities in jamoats shahrak Darband and jamoat dehot Khumdon in Nurobod district of DRS, Jamoat dehot Dukoni in Norak district of Khatlon region and jamoat dehot Ismoil Somoni in Ghonchi district of Sughd. During the assessment Suyar Yakubov, LGP Communal Services Engineer visited approximately 50% of the villages in the four jamoats and assessed the conditions and status of existing water supply system. During his visit, Mr. Yakubov also observed the role of the jamoat in managing water systems, systems operation and maintenance, fee collection and the legal structure of management. These assessments identify the capacity of the target jamoats to manage water supply, recommend locations for water supply infrastructure projects and models of effective water services delivery in jamoats, and will be used during Year 2 to help support the candidacy of LGP supported Small Infrastructure Projects (SIPs). The project team drafted and finalized reports based on these assessments. On September 27, Mr. Yakubov visited jamoat *dehot* Dukoni in Norak district and shared assessment findings with jamoats representatives and a representative of the MCs. They discussed next steps for implementing SIPs for water supply and addressed issues regarding sustainable management of rehabilitated water supply system. The assessment reports are drafted for jamoat *shahrak* Darband, jamoat *dehot* Khumdon, in Nurobod district of DRS and are under consideration for review.

Activity 2.3.2: Strengthen water service providers and communal services management

The LGP team hosted a two day workshop on effective management of rural drinking water supply services in Ghonchi district of Sughd region from September 26-27. Themes discussed during the workshop included rural service organization/management models, financial sustainability of services and tariffs, development of tariffs for drinking water supply services, mid-term and long-term planning for water supply, and citizen involvement in service management.

The workshop was used as a pilot for future workshops to be held in other LGP target areas.



Figure 12 Participants in group discussion during the workshop

Activity 2.3.3: Identify small scale potable water projects.

The team drafted a manual for SIPs during the project's fourth quarter. The manual will be used to identify SIPs, including the selection of a water supply entity for rehabilitation, and will include roles and responsibilities of local governments and citizens in the process.

Result Three: Increased Participation of Constituents in Sub-National Government Decision Making and Service Provision

IR 3.1: Increase participatory decision-making between sub-national governments and citizens

Activity 3.1.1: Encourage public engagement in jamoat decision making

MSDSP registered 155 Mahalla Committees (MCs) in the targeted jamoats. The purpose is to attain legal status for the MCs and constitute a formal association at the community level that can address local issues with the citizens and advocate on their behalf to decision makers.

The MCs that have been officially registered with support and assistance of MSDSP LGP:

- 5 MCs in District Republic of Subordinates (DRS) (1 Nurobod and 4 Vahdat districts)
- 6 MCs in Soghd Region (Gonchi District)

The MCs prepared by the MSDSP LGP Team and ready for legal registration:

- 15 MCs in DRS (1 Nurobod and 14 Vahdat districts)
- 24 MCs in Soghd Region (8 of Gonchi and 16 of Ghafurov districts)
- 48 MCs in Khatlon Region (16 Temurmalik, 16 Norak, 16 Jilikul districts)

The MCs that had been registered before and LGP Team assisted them on ordering their legal documentations or their re-registration:

- 12 MCs in DRS Valley
- 15 MCs in Khatlon Region (Yovon district)
- 30 MCs in GBAO

Activity 3.1.2: Encourage means of public feedback

During meetings with the MCs, the MSDSP raised public awareness and encouraged them to conduct regular meetings (monthly/quarterly basis) upon their registration. MSDSP will ensure during the development of Village Development Plans (VDPs) citizens commit to conducting regular meetings. In order to engage citizens in local government decision making, citizens in target MCs were encouraged to attend these regular meetings. Jamoat administrations are conducting monthly meetings where they discuss local issues, and MC representatives join and raise their issues. This is an ongoing process where the citizens in the targeted MCs are being given the opportunity to learn about the importance of conducting regular meetings. In order to encourage the communities to define mechanisms to provide feedback to their local officials, MSDSP explained to citizens the importance of appropriate means, e.g. complaint boxes, and registration journals, that may be used by citizens to express their satisfaction with government services and advocate for improvements.

IR 3.2: Strengthen the capacity of community-based organizations and private enterprises to partner effectively with sub-national government

Activity 3.2.1: Build capacity to identify community needs and customer demand



Figure 13 Jamoat employee completing the questionnaire

In addition to the needs assessment of jamoats, the project team conducted baseline assessment to identify the needs of Community Based Organizations (CBOs), specifically their interaction with jamoats. Among the inquiries to be made are their attendance at community meetings and current satisfaction levels with basic service delivery including services provided by public-private partnerships. For assistance in completing the assessment, the project relied on its partner, MSDSP for gathering in-depth information about the current needs of CBOs especially that of MCs, such as their attendance at community meetings and current satisfaction levels with basic service delivery.

To this end, the LGP team developed tools and a methodology for the needs assessment. These were discussed with the AKF team on May 3.

On May 23, the two teams finalized the tools and methodology, and revised the agenda for an internal orientation and baseline needs assessment data collection training, conducted on May 29-30 for newly recruited regional coordinators and district coordinators. The purpose of the day and a half long workshop was to familiarize the new staff with LGP's goals and objectives and to train them in collecting baseline data for target jamoats. With the questionnaire and methodology for its dissemination briefed to all staff, the teams returned to their field offices, where they started data collection on June 3.

During the data collection process, the project team administered 20 key informant interviews (one per target jamoat) with focus groups comprised of jamoat employees and independent deputies. The MSDSP team conducted 155 interviews with CBO representatives, particularly the heads of MCs across the target districts.

To collect the data, teams traveled to each target jamoat and gave brief presentations about the project's goals and objectives to the jamoat employees, independent deputies, and MCs. After the presentations, the LGP team conducted key informants interviews with jamoat representatives. Separately, the MSDSP team conducted key informant interviews with representatives of MCs. After concluding their field work, the LGP and MSDSP analyzed the collected data and submitted it in a report to USAID.

During Year 1, MSDSP developed VDPs in 85 communities.



Figure 14 MC Representatives discussing VDPs in jamoat dehot Ghoziyon in B. Ghafurov

Monitoring and Evaluation

The project team prepared Performance Monitoring Plan (PMP) spanning all five years of the project and received approval from USAID during the project's second quarter. Initial indicators for each result by LGP component were described in a detailed Gantt chart. For each indicator source, frequency, and baseline values were provided. Target values were shown in the Gantt chart. The team will revise the PMP after receiving the baseline results from MSI's assessment.

The details of the data collection conducted during Year 1 are all described above, including activities around the baseline and training needs assessment and initial research conducted in advance of the Site Selection plan.

The M&E team prepared all program monthly and quarterly reports for during the project's first year and submitted them to USAID in a timely manner. The team also received Ms. Vahobova signature for all the deliverables and has electronic record of all reports.

The M&E team looks forward to employing the GIS Activity Database developed during Year 1 (detailed above) during Years 2 – 5 to monitor, track, and organize progress against plan and project activities.

Considerations and Challenges

A number of key considerations are important to keep in mind when reviewing the team's progress throughout the first year of the LGP. Immediately after the contract was awarded on October 1, 2012, the Home Office began working toward project mobilization and setup. The holiday season, however, which coincided with the first quarter of the project, delayed the completion of some project startup activities. Nonetheless, despite these delays, the project was able to access to senior government officials as needed and established a physical and legal presence during the project's first quarter. The establishment of a sound physical presence permitted regular operations as the project proceeded into the second quarter and enabled the team to refocus effort on delivery of assessments and interactions with counterparts and government officials. In addition to a strong logistical startup and presence, the team established an executable strategy in the Work Plan and Site Selection Plan.

In the absence of a dedicated 'Ministry of Local Government', there is no single entity within the GoRT to serve as a natural counterpart for the project. Because of this, LGP spent considerable time and energy in Year 1 on the formation of the IMWG. These efforts proved successful and will greatly aid the project as it moves forward into Years 2 – 5. This group will serve as LGP's principal stakeholder in improving the enabling environment for local government in Tajikistan.

One key obstacle to project development during the first quarter was limited staff availability during the initial months of the project. The Deputy Chief of Party and several other staff members were called away to complete execution on the previous project, which limited their ability to participate in LGP planning and startup activities. Another key obstacle was the identification of a qualified M&E specialist to drive the development of the PMP and implementation/data collection measures. Because of a lack of availability of staff during these initial months, progress in developing and implementing training materials was somewhat delayed. It was envisioned to develop a computer based training module for local governments during Year 1 and incorporate it into state funded curriculum through the State/Civil Servants Training Institute for sustainable knowledge management on local level. Consultations were held between USAID and State/Civil Servants Training Institute, unfortunately, the project could not establish suitable means of collaboration.

Appendix

SUCCESS STORY

Inter-ministerial Working Group Established



Figure 15 L-R: Jabborov Rustam Tukhtosunovich, Deputy Head Tax Committee, Jamshed Shodikhon, Chairman Shughnong Rayon, Rajabov Rajabali, Director Yavonski Rayon Administration

*Inter-ministerial Working Group
Approves 4 jamoats for budget pilot*

Citing the 'lack of a financing mechanism' for local governments to realize the budget authority granted to them by the 2009 Law on Self-Government in Towns and Townships, Mr. Khursanmurod Mirzoev, Senior Advisor to the President on Legal Policy inaugurated the first meeting of the Inter-Ministerial Working Group today. In March 2012, the Executive Office of the President of the Republic of Tajikistan received a proposal from the Ministries of Finance and Economic Development to permit selected jamoats experiment with budget models.

Following a functional analysis of 59 jamoats by USAID's previous local governance project, the idea of piloting budgets was included in the design of LGP, and through a process that began with a direct appeal from the USAID Country Director to the head of the Executive Office of the President's Administration in February, the Working Group was formed.

Consisting of Deputy Ministers from the Ministries of Economy and Finance, Deputy Chairmen of the State Committee on Investments and State Property Management and Tax Committee and the Head of the Civil, Economic and Social Legislation Department of the Ministry of Justice, along with local government representatives from Yavan and Shughnan districts and Sugd oblast, as well as Mr. Mirzoev, the group is composed of decision makers.

Chief among the responsibilities of the group will be to resolve inconsistencies between the 2009 Law on Self-Governance and other legislation and regulation. Through piloting model budgets, the committee will also touch broader concerns of fiscal decentralization and the effectiveness and efficiency of service delivery.

The objective of LGP is to enhance USAID's assistance to the Government of Tajikistan in their implementation of the Law on Local Self-Government in Towns and Townships. On a sub-national level, the project aims to improve local governments' capacity in delivering communal services to citizens; particularly clean drinking water. It is implemented by Deloitte Consulting.

SUCCESS STORY

Mahalla Committees Registered



Figure 16 L to R: Hidoyat Ummatova, MC Chairperson; Kakhororbek Hasanov, Yovon Jamoat Chairman; Kholov Negmat, Deputy Chairman of Yovon District, Varka Okhonniyozov, AKF; Lamar Cravens & Zilya Shomakhmadova, LGP.

*The Mountain Societies
Development Program Registered
155 Mahalla Committees*

The purpose for registering the Mahalla Committees is to attain legal status for the Committees and constitute a formal association at the community level that can address local issues with the citizens and advocate on their behalf to decision makers.

Registration gives the otherwise informal neighborhood association's legal status and the authority to open a bank account. That status in turn entitles them to bid for community improvement projects or to be development partners of international donor organizations. Opening bank accounts increases the transparency of the associations and provides further encouragement to mahallas residents that their voluntary contributions will be spent in accordance with association plans. Finally, the acquisition of 'legal personality' and formal recognition by local authorities increases their potential to participate in jamoat decision making. In summary, registration allows Mahalla Committees to represent citizens in official meetings and negotiations with service providers.

The organization and registration of Mahalla Committees is one of LGP's activities in support of public participation. It falls under the project's third work plan component, and is chiefly implemented by the Aga Khan Foundation (AKF). During the first year, across the 20 jamoats included in the project's service area, 155 MCs have been officially registered.

The objective of LGP is to enhance USAID's assistance to the Government of Tajikistan in their implementation of the Law on Local Self-Government in Towns and Townships. On a sub-national level, the project aims to improve local governments' capacity in delivering communal services to citizens; particularly clean drinking water. It is implemented by Deloitte Consulting.

Telling Our Story

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Progress to PMP: Indicator Table

S.No	Date	Location	Total participants	Male	Female	Theme
1.	June 18, 2013	Norak	18	13	5	Practical training on jamoat budget
2.	June 21, 2013	Temurmali	18	17	1	
3.	June 14, 2013	Vahdat	18	15	3	
4.	June 12, 2013	Yovon	18	17	1	
5.	July 2, 2013	Ghonchi	18	14	4	
6.	September 26-27, 2013	Ghonchi	19	16	3	Workshop on effective management of water supply in rural areas
Total			109	92	17	

Catalogue of Meetings Held in Year 1

Location	Purpose	Participants	Date
Dushanbe, Tajikistan USAID office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with USAID TJ regarding USAID priorities for Tajikistan: 40% Feed the Future, 30% health, 15% education (primary literacy) 15% democracy & governance. Once draft list of jamoats is chosen, USAID wants to present it to PFM section in the MOF. Relationship to UNDP: their project focuses on LG as driver of economic development; USAID focuses on LG as provider of local services.	1. Lyla Andrews Bashan, Team Leader for Democracy and Governance, Health and Education, USAID 1. Munisa Vahobova, Project Management Specialist/Democracy and Governance, USAID 2. Michael Vlaisavljevich, Director, Deloitte Consulting LLC 3. Lamar Cravens, Chief of Party, USAID LGP	December 10, 2012
Dushanbe, Tajikistan USAID office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with USAID TJ regarding Feed the Future. Working in 12 districts, where they hope to scale up and take the initiative nationwide at the end of four years. Water users' associations might be effective CBO partner for LGP.	1. Charles Specht, Agriculture Development Specialist 2. Michael Vlaisavljevich, Director, Deloitte Consulting LLC 3. Lamar Cravens, Chief of Party, USAID LGP	December 10, 2012
Dushanbe, Tajikistan Deloitte &Touche, LLC office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with Deloitte &Touche, Tajikistan regarding re-registration requirement because % of non-audit personnel.	1. Gulnora Atobek, CPA General Director / Manager / FSI / Audit Department 2. Michael Vlaisavljevich, Director, Deloitte Consulting LLC 3. Lamar Cravens, Chief of Party, USAID LGP	December 10, 2012
Dushanbe, Tajikistan AKF office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with AKF regarding subcontract agreement and expectations for implementing Component 3 of the project.	1. YodgorFaizovChief Executive OfficerAKF-Tajikistan 2. Michael Vlaisavljevich, Director, Deloitte Consulting LLC	December 12, 2012

Location	Purpose	Participants	Date
Dushanbe, Tajikistan MoF	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with MoF PFM coordinator regarding the ministry's concern with defining the functions of jamoats before defining budgets for jamoats.	<ol style="list-style-type: none"> 1. RustamBoboev, Project Coordinator, Public Finance Management Modernization Project of the Ministry of Finance of the Republic of Tajikistan. 2. Michael Vlaisavljevich, Director, Deloitte Consulting LLC with MoF 	December 12, 2012
Dushanbe, Tajikistan Civil Servants Training Institute	Meeting at State Service Department under the President of RT to present LGP objectives and discuss possible cooperation in capacity building of state servants on local level.	<ol style="list-style-type: none"> 1. GrezKosimov, Deputy Head of State Service Department under the President of RT 2. GavharSharopova, Head of Civil Servants Training Institute 3. Michael Vlaisavljevich, Director, Deloitte Consulting LLC 4. Lamar Cravens, Chief of Party, USAID LGP 5. Bakhtiyor Inamov, Deputy Chief of Party, USAID LGP 6. SavrinisoKurbanbekova, LG Field Coordinator 	December 12, 2012
Dushanbe, Tajikistan LGP office	Meeting with AKF representatives to discuss ways of collaboration and activities to be included in Component 3 of the LGP First Year Work Plan	<ol style="list-style-type: none"> 1. Munisa Vahobova, Project Management Specialist/Democracy and Governance, USAID 2. Beate Schoreit, MSDSP/AKF 3. GulomshoLutfaliev, Program Coordinator, Participatory Governance Unit, Mountain Societies Development Support Program (MSDSP), AKF 4. Lamar Cravens, Chief of Party, USAID LGP 5. Bakhtiyor Inamov, Deputy Chief of Party, USAID LGP 6. SavrinisoKurbanbekova, LG Field Coordinator 7. ZilyaShomahmadova, Citizen Participation Specialist 	December 13, 2012
Dushanbe, Tajikistan	USAID and LGP met with UNDP and Project on Public Administration Reform representatives to discuss possible cooperation on issues of decentralization and fiscal reform	<ol style="list-style-type: none"> 1. Munisa Vahobova, Project Management Specialist/Democracy and Governance, USAID 2. Lamar Cravens, Chief of Party, USAID LGP 3. Bakhtiyor Inamov, Deputy Chief of Party, USAID LGP 4. TojiddinJurazoda, Project Coordinator, Public 	December 18, 2012

		Administration Reform Coordination Group (GoT project)	
		5. YokubjonAbdukholikov, LG Projects Coordinator	
Location	Purpose	Participants	Date
Dushanbe, Tajikistan MoF	Meeting with the MoF of the RT to discuss and agree on selection criteria and the list of potential districts – partners of USAID LGP.	<ol style="list-style-type: none"> 1. ShavkatSahibov – Deputy Minister of Finance of the Republic of Tajikistan, Head of the Coordination Council of PFM. 2. Bakhtiyor Inamov- Deputy Chief of Party, USAID LGP Project 3. RustamBoboev – Project Coordinator, Public Finance Management Modernization Project of the Ministry of Finance of the Republic of Tajikistan. 4. UlugbekKayumov – Executive Coordinator, Secretariat of the Coordination Council of PFM, 5. Expert on Monitoring and Evaluation of the Coordination Council of PFM. 6. Lola Kudusova – LG Budget and Finance Specialist, USAID LGP Project 	December 21, 2012
Dushanbe, Tajikistan USAID office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with USAID TJ regarding USAID priorities for Tajikistan: 40% Feed the Future, 30% health, 15% education (primary literacy) 15% democracy & governance. Once draft list of jamoats is chosen, USAID wants to present it to PFM section in the MOF. Relationship to UNDP: their project focuses on LG as driver of economic development; USAID focuses on LG as provider of local services.	<ol style="list-style-type: none"> 1. Lyla Andrews Bashan, Team Leader for Democracy and Governance, Health and Education, USAID 2. Munisa Vahobova, Project Management Specialist/Democracy and Governance, USAID 3. Michael Vlaisavljevich, Director, Deloitte Consulting LLC 4. Lamar Cravens, Chief of Party, USAID LGP 	December 10, 2012
Dushanbe, Tajikistan USAID office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with USAID TJ regarding Feed the Future. Working in 12 districts, where they hope to scale up and take the initiative nationwide at the end of four years.	<ol style="list-style-type: none"> 8. Charles Specht, Agriculture Development Specialist 9. Michael Vlaisavljevich, Director, Deloitte Consulting LLC 10. Lamar Cravens, Chief of Party, USAID LGP 	December 10, 2012

	Water users' associations might be effective CBO partner for LGP.			
Location	Purpose		Participants	Date
Dushanbe, Tajikistan Deloitte & Touche, LLC office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with Deloitte & Touche, Tajikistan regarding re-registration requirement because % of non-audit personnel.	1. 2. 3.	Gulanor Atobek, CPA General Director / Manager / FSI / Audit Department Michael Vlaisavljevich, Director, Deloitte Consulting LLC Lamar Cravens, Chief of Party, USAID LGP	December 10, 2012
Dushanbe, Tajikistan AKF office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with AKF regarding subcontract agreement and expectations for implementing Component 3 of the project.	4. 5.	YodgorFaizovChief Executive OfficerAKF- Tajikistan Michael Vlaisavljevich, Director, Deloitte Consulting LLC	December 12, 2012
Dushanbe, Tajikistan MoF	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with MoF PFM coordinator regarding the ministry's concern with defining the functions of jamoats before defining budgets for jamoats.	1. 2.	RustamBoboev, Project Coordinator, Public Finance Management Modernization Project of the Ministry of Finance of the Republic of Tajikistan. Michael Vlaisavljevich, Director, Deloitte Consulting LLC with MoF	December 12, 2012
Dushanbe, Tajikistan Civil Servants Training Institute	Meeting at State Service Department under the President of RT to present LGP objectives and discuss possible cooperation in capacity building of state servants on local level.	1. 2. 3. 4. 5. 6.	GrežKosimov, Deputy Head of State Service Department under the President of RT GavharSharopova, Head or Civil Servants Training Institute Michael Vlaisavljevich, Director, Deloitte Consulting LLC Lamar Cravens, Chief of Party, USAID LGP Bakhtiyor Inamov, Deputy Chief of Party, USAID LGP SavrinisoKurbanbekova, LG Field Coordinator	December 12, 2012
Dushanbe, Tajikistan LGP office	Meeting with AKF representatives to discuss ways of collaboration and activities to be included in Component 3 of the LGP First Year Work Plan	1. 2. 3. 4.	Munisa Vahobova, Project Management Specialist/Democracy and Governance, USAID Beate Schoreit, MSDSP/AKF GulomshoLutfaliev, Program Coordinator, Participatory Governance Unit, Mountain Societies Development Support Program (MSDSP), AKF Lamar Cravens, Chief of	December 13, 2012

		Party, USAID LGP 5. Bakhtiyor Inamov, Deputy Chief of Party, USAID LGP 6. SavrinisoKurbanbekova, LG Field Coordinator 7. ZilyaShomahmadova, Citizen Participation Specialist	
Location	Purpose	Participants	Date
Dushanbe, Tajikistan	USAID and LGP met with UNDP and Project on Public Administration Reform representatives to discuss possible cooperation on issues of decentralization and fiscal reform	1. Munisa Vahobova, Project Management Specialist/Democracy and Governance, USAID 2. Lamar Cravens, Chief of Party, USAID LGP 3. Bakhtiyor Inamov, Deputy Chief of Party, USAID LGP 4. TojiddinJurazoda, Project Coordinator, Public Administration Reform Coordination Group (GoT project) 5. YokubjonAbdukholikov, LG Projects Coordinator	December 18, 2012
Dushanbe, Tajikistan MoF	Meeting with the MoF of the RT to discuss and agree on selection criteria and the list of potential districts – partners of USAID LGP.	1. ShavkatSahibov – Deputy Minister of Finance of the Republic of Tajikistan, Head of the Coordination Council of PFM. 2. Bakhtiyor Inamov- Deputy Chief of Party, USAID LGP Project 3. RustamBoboev – Project Coordinator, Public Finance Management Modernization Project of the Ministry of Finance of the Republic of Tajikistan. 4. UlugbekKayumov – Executive Coordinator, Secretariat of the Coordination Council of PFM, 5. Expert on Monitoring and Evaluation of the Coordination Council of PFM. 6. Lola Kudusova – LG Budget and Finance Specialist, USAID LGP Project	December 21, 2012
Dushanbe, Tajikistan USAID office	Meeting of Michael Vlaisavljevich, Director, Deloitte Consulting LLC with USAID TJ regarding USAID priorities for Tajikistan: 40% Feed the Future, 30% health, 15% education (primary literacy) 15% democracy	1. Lyla Andrews Bashan, Team Leader for Democracy and Governance, Health and Education, USAID 2. Munisa Vahobova, Project Management Specialist/Democracy and Governance, USAID	December 10, 2012

	<p>& governance. Once draft list of jamoats is chosen, USAID wants to present it to PFM section in the MOF. Relationship to UNDP: their project focuses on LG as driver of economic development; USAID focuses on LG as provider of local services.</p>	<ol style="list-style-type: none"> 3. Michael Vlasisavljevich, Director, Deloitte Consulting LLC 4. Lamar Cravens, Chief of Party, USAID LGP 	
Location	Purpose	Participants	Date
Dushanbe, Tajikistan USAID office	<p>Meeting of Michael Vlasisavljevich, Director, Deloitte Consulting LLC with USAID TJ regarding Feed the Future. Working in 12 districts, where they hope to scale up and take the initiative nationwide at the end of four years. Water users' associations might be effective CBO partner for LGP.</p>	<ol style="list-style-type: none"> 1. Charles Specht, Agriculture Development Specialist 2. Michael Vlasisavljevich, Director, Deloitte Consulting LLC 3. Lamar Cravens, Chief of Party, USAID LGP 	December 10, 2012
Dushanbe, Tajikistan Deloitte & Touche, LLC office	<p>Meeting of Michael Vlasisavljevich, Director, Deloitte Consulting LLC with Deloitte & Touche, Tajikistan regarding re-registration requirement because % of non-audit personnel.</p>	<ol style="list-style-type: none"> 1. Gulnora Atobek, CPA General Director / Manager / FSI / Audit Department 2. Michael Vlasisavljevich, Director, Deloitte Consulting LLC 3. Lamar Cravens, Chief of Party, USAID LGP 	December 10, 2012
Dushanbe, Tajikistan AKF office	<p>Meeting of Michael Vlasisavljevich, Director, Deloitte Consulting LLC with AKF regarding subcontract agreement and expectations for implementing Component 3 of the project.</p>	<ol style="list-style-type: none"> 1. Yodgor Faizov, Chief Executive Officer AKF-Tajikistan 2. Michael Vlasisavljevich, Director, Deloitte Consulting LLC 	December 12, 2012
Dushanbe, Tajikistan MoF	<p>Meeting of Michael Vlasisavljevich, Director, Deloitte Consulting LLC with MoF PFM coordinator regarding the ministry's concern with defining the functions of jamoats before defining budgets for jamoats.</p>	<ol style="list-style-type: none"> 1. Rustam Boboev, Project Coordinator, Public Finance Management Modernization Project of the Ministry of Finance of the Republic of Tajikistan. 2. Michael Vlasisavljevich, Director, Deloitte Consulting LLC with MoF 	December 12, 2012

Location	Date	Objective	Participants	Results
Meetings regarding Selection of Jamoats				
Khatlon region Kurgan-Tube city	April 2, 2013	Meeting with Head of executive office of Khatlon Chairmen Region to present USAID LGP and share agreed LGP target districts	<ol style="list-style-type: none"> 1. Homidov Abdurahmon, Head of executive office of the Chairmen, Khatlon Region 2. Zafar, Deputy Head of executive office of the Chairmen Khatlon Region 3. Lamar Cravens, Chief of Party, LGP 4. BakhtiyorInamov, Deputy Chief Of Party, LGP 5. Rahim Soliev, Regional coordinator for Khatlon, LGP 	The USAID LGP was presented and list of LGP targeted approved districts were shared
Norak city, Khatlon	April 3, 2013	Meeting with Norak city Chairmen to present USAID LGP and agree on date of meeting with Jamoats	<ol style="list-style-type: none"> 1. Abdulloev Homid, Chairmen of Norak city 2. SangovMirali, Deputy Chairmen of Norak city 3. Lamar Cravens, Chief of Party, LGP 4. Bakhtiyor Inamov, Deputy Chief Of Party, LGP 	The USAID LGP was presented and date of meeting with Jamoats was scheduled on April 5, 2013
Vakhdat district, DRS	April 3, 2013	Meeting with the Head of Vakhdat district Chairman Office to present LGP and set a date for the project presentation for jamoats	<ol style="list-style-type: none"> 1. Islom Niezov, Head of Vakhdat District Chairman Office 2. Savriniso Kurbanbekova, LG Field Coordinator 3. Shuhrat Razykov, LGP Municipal Development Specialist 	The USAID LGP was presented and date of meeting with Jamoats was scheduled on April 5, 2013
Yovon district, Khatlon Region	April 3, 2013	Meeting with Head of Yovon district Chairman Office to present LGP and set a date for the project presentation for jamoats	<ol style="list-style-type: none"> 1. Rajabali Rajabov , Head of Yovon district Chairman Office 2. Lola Kudusova, LG Budget and Finance Specialist ,LGP 	The meeting with jamoats was scheduled on April 9, 2013 at 14:00
Sughd region, Khujand City	April 4, 2013	Meeting with Head of executive office of the Chairmen ,Sughd region to present USAID LGP and share LGP target districts	<ol style="list-style-type: none"> 1. Sharipov Sharifjon, Head of executive office of Chairmen Sughd region 2. Komilova Masturs, Head of region economic development department 3. Tohirov Nabijon, Head of Capital Construction Department 	The USAID LGP was presented and list of LGP target districts was shared

			<ol style="list-style-type: none"> 4. Usmonov Inom, Head of Work to citizens inquires department 5. Lamar Cravens, Chief Of Party, LGP 6. Bakhtiyor Inamov, Deputy Chief Of Party, LGP 7. Naimjon Nabiev, Regional coordinator for Sughd, USAID LGP. 	
Location	Date	Objective	Participants	Results
Gonchi district , Sughd	April 4, 2013	Meeting with Gonchi district Chairmen to present USAID LGP and agreed on schedule date of meeting with Jamoats	<ol style="list-style-type: none"> 1. IsmoilovZufar, Chairmen of Gonchi district 2. Ali Obidov, Deputy Chairmen of Gonchi district 3. Lamar Cravens, Chief Of Party, LGP 4. Bakhtiyor Inamov, Deputy Chief Of Party, LGP 5. Naimjon Nabiev , Regional coordinator for Sughd, LGP 	The USAID LGP was presented and date of meeting with Jamoats was scheduled on April 8, 2013
B. Gafurov district, Sughd	April 4, 2013	Meeting with B. Gafurov district Chairmen to present USAID LGP and agree on dates for meeting with Jamoats	<ol style="list-style-type: none"> 1. Sodik Mirholikov, Chairmen of Gafurov district 2. Sharifullo Boboev, Head of District Economic Development Department 3. Lamar Cravens, Chief Of Party, LGP 4. Bakhtiyor Inamov, Deputy Chief Of Party, LGP 5. Naimjon Nabiev , Regional coordinator for Sughd, LGP. 	The USAID LGP was presented. Date of meeting with Jamoats was discussed and will be finalized after consultations with USAID TJ. Chairmen of Gafurov district proposed to include one of the Jamoat in pilot project of Jamoat budget implementation.
Jilikul district, Khatlon Region	April 4, 2014	Meeting with Chairman of Jilikul district to present LGP and set a date for the project presentation for jamoats	<ol style="list-style-type: none"> 1. Mahmadrhim Ismoilov, Chairman of Jilikul District 2. Ruzimat Siehakov, Head of the district Chairman Office 3. Suyar Yakubov, Communal Services Engineer, LGP 4. Akhmad Khairulloev, Municipal Development Specialist ,LGP 5. Rahim Soliev, Regional Coordinator, Khatlon Region 	The meeting with jamoats was scheduled for April 10, 2013
Vakhdat district, DRS	April 5, 2013	LGP Presentation to jamoats of the district, distribution of application forms among jamoats	<ol style="list-style-type: none"> 1. Islom Niezov, Head of Vakhdat district Chairman Office 2. Munisa Vahobova, 	Totally 30 persons participated in the event

		(selection of jamoats)	Project Management Specialist/Democracy and Governance, USAID 3. Savriniso Kurbanbekova, Field Coordinator, LGO 4. Shuhrat Razykov, Municipal Development Specialist, LGP 5. Chairman and secretaries of 11 jamoats, Finance Department Deputy Head	
Location	Date	Objective	Participants	Results
Norak, Khatlon Region	April 5, 2013	LGP Presentation to jamoats of the district, distribution of application forms	1. Sangov Mirali, Deputy Chairman of Norak city 2. Alimurod Ismoilov, Head of Chairman Office of Norak city 3. Ashurov Zoirsho, Head of Finance Department of Norak city 4. Pirmahmad Nurov, Deputy Head of Personnel Department 5. Chairman and secretaries of 2 jamoats Pulisangin and Dukoni 6. Zilya Shomahmadova, Citizen Participation Specialist	Total 8 participants attended the meeting
Gonchi district, Sughd Region	April 8, 2013	LGP Presentation to jamoats of the district, distribution of application forms	1. Ali Obidov, Deputy Chairman of Gonchi district 2. Kaymov Atahon, Head of Gonchi district Chairman Office 3. Lamar Cravens, COP, USAID LGP 4. Bakhtiyor Inamov, DCOP, USAID LGP; 5. Nabiev Naimjon, Regional Coordinator for Sughd Region 6. Mirzo Mirzoev, Regional Coordinator for Sughd, AKF/USAID LGP 7. Abdujalil Islomov, Head of Economic Department of Gonchi district 8. Said Faizulloev, Head of Finance Department of district 9. Chairman and secretaries of 8 jamoats,	23 persons participated in the event
Temurmalik district, Khatlon Region	April 8, 2013	Meeting with the district Chairman Office, Temurmalik to present LGP and set a date for the project presentation	1. Mirzohon Sangov, Chairman of Temurmalik district 2. Zuhuriddin Khaidarov, Head of the district	The USAID LGP was presented and date of meeting with Jamoats was scheduled on April 10, 2013 afternoon

		for jamoats	3. Chairman Office AkhmadKhairulloev, Municipal Development Specialist ,LGP 4. Rahim Soliev, Regional Coordinator, Khatlon Region	
Location	Date	Objective	Participants	Results
Nurobod district, DRS	April 8, 2013	Meeting with the Head of Nurobod district Chairman Office to present LGP and set a date for the project presentation for jamoats	1. Gafforov Rahmiddin , Deputy Chairman of t Nurobod district 2. Hisoriev Zafar, Head of Chairman Office, Nurobod district 3. Shuhrat Razykov, Municipal Development Specialist, LGP	The USAID LGP was presented and date of meeting with Jamoats was scheduled on April 10, 2013
Yavan district, Khatlon Region	9, April	Project presentation to jamoats and distribution of questionnaires for completion	1. Rajabali Rajabov , Head Chairman Office, Yovon district 2. Savriniso Kurbanbekova, LG Field Coordinator 3. Lola Kudusova, LG Budget and Finance Specialist ,LGP 4. Chairman and secretary of 9 jamoats (18 persons) 5. Heads of organization and finance departments (2 persons)	24 participants attended the meeting
Nurobod district, DRS	April 10, 2013	LGP presentation to jamoats , distribution of application forms among jamoats to select LGP target jamoats	1. Gafforov Rahmiddin, Deputy Chairman of the Nurobod district 2. Hisoriev Zafar, Head of Nurobod district Chairman Office 3. Shuhrat Razykov, Municipal Development Specialist, LGP 4. Chairmen and secretaries of 7 jamoats 5. Deputy head and specialist of finance department	19 persons participated in the event
Temurmalik district, Khatlon oblast	April 10, 2013	LGP presentation to jamoats , distribution of application forms among jamoats to select LGP target jamoats	1. Sangov Mirzokhon Chairman of Temurmalik district 2. Temurov Nematullo, Deputy Chairman of the Temurmalik district 3. Representatives of the district Chairman office 4. Sharifova Rukhshona, Deputy Chairman of the Temurmalik district 5. Khaydarov Zukhuruddin, Head of Temurmalik district Chairman Office	22 participants attended the meeting

			6. Chairmen and Secretaries of 7 Jamoats of Temurmalik district 7. Ahmad Khayrulaev, Municipal Development Specialist, LGP 8. Representatives of AKF	
Location	Date	Objective	Participants	Results
B. Gafurov district, Sughd Oblast	April 16, 2013	LGP Presentation to jamoats of the district and Distribution of application forms to jamoats	1. Maruf Hakimov, Head of District Chairman Office B. Gafurov 2. Sharifullo Boboev; Head of Economic Department of B. Gafurov District\$ 3. Munisa Vahobova, Project Management Specialist and Contract Officer's Representative (COR), LGP 4. Bakhtiyor Inamov, Deputy Chief Of Party, LGP 5. Naimjon Nabiev, Regional coordinator for Sughd, LGP 6. Beate Schoreit, Senior Programme Officer, Rural Development. AKF 7. Mirzo Mirzoev, Regional Coordinator for Sughd, AKF/USAID LGP Chairman and secretaries of 12 jamoats	<ul style="list-style-type: none"> The project presentation was conducted 30 representatives from jamoats and districts participated in the event
Jilikul district, Khatlon Region	May 13, 2013	Meeting with jamoats of Jilikul district to announce the jamoats' selection process results	1. Turdyev A., Organizational Department of local body of state power of Jilikul district 2. Mahmadsheeva M. Chairperson of Dehkonobod jamoat 3. Fahzova Z., Chairperson of jamoat shahrak 20 solagii Tojikiston 4. Sharifova Z., Chairperson of jamoat dehot Jilikul 5. Azizov J., Chairman of jamoat Gardi Gulmurodov 6. Khakimov M., Secretary of jamoat dehot Nuri Vahsh 7. Representatives of organizational	LGP selected partner jamoats are; jamoat shahrak 20 solagii Tojikiston and jamoat dehot Jilikul.

			department of the district 8. Rahimjon Soliev, Regional Coordinator, LGP	
Location	Date	Objective	Participants	Results
Roshtkala district	May 14, 2013	Agreement on LGP meeting with district jamoats and coordination of LGP activities in district in future	<ol style="list-style-type: none"> 1. Usuf Sultonnoevov, Chairmen of Roshtkala district 2. Bakhtiyor Inamov, Deputy Chief Of Party, LGP 3. Ahmad Khairullaev, Municipal Development Specialist, LGP 4. Varka Okhonievov, Project Coordinator LGP, AKF 	LGP meeting with district jamoats and agreed on activities to be implemented in future in the districts
Roshtkala district	May 15, 2013	LGP Presentation to jamoats of the district and distribution of application forms	<ol style="list-style-type: none"> 1. Makhmutsho Ismoilov, Deputy Chairmen of Roshtkala district 2. Bakhtiyor Inamov, Deputy Chief Of Party, LGP; 3. Ahmad Khairullaev Municipal Development Specialist, LGP 4. Bakhtiyor Azizmamamadov, Manager MSDSP in GBAO 5. Gulomsho Lutfaliev, Program Coordinator Participatory Governance, MSDSP, AKF 6. Varka Okhonievov, Project Coordinator <p>Chairman and secretaries of 6 jamoats</p>	The project presentation was conducted. In total 18 persons participated in the event.
GBAO Shugnan district	May 16, 2013	LGP Presentation to jamoats of the district and distribution of application forms	<ol style="list-style-type: none"> 1. Shodihon Jamshedov, Chairmen of Shugnan district 2. Bakhtiyor Inamov, Deputy Chief Of Party, LGP; 3. Ahmad Khairullaev, Municipal Development Specialist, LGP 4. Bakhtiyor Azizmamamadov, Manager MSDSP in GBAO 5. Gulomsho Lutfaliev, Programme Coordinator Participatory Governance, MSDSP, AKF 6. Varka Okhonievov, Project Coordinator LGP, AKF 	The LGP presentation was conducted. 18 persons participated in the event

Chairman and secretaries of 7 jamoats				
Location	Date	Objective	Participants	Results
GBAO, Khorog City	May 16, 2013	LGP Presentation and coordination of LGP activities in GBAO	<ol style="list-style-type: none"> 1. Aziz Gieev, Deputy Chairmen of GBAO for economic issues 2. Bakhtiyor Inamov, Deputy Chief Of Party, LGP; 3. Habib Vatanshoev, Head of Human resource Department of Executive Office of Chairman in GBAO 	The LGP presentation was conducted and the team agreed on cooperation with the executive office of Chairman in GBAO
Meetings during baseline and need assesment				
Bobojon. Ghafurov district Sughd region	Jamoat shahrak Ghafurov	June 3, 2013	<ol style="list-style-type: none"> 1. Naimjon Nabiev, Sughd Regional Coordinator, LGP 2. Mirzo Mirzoev, Sughd Region Coordinator, MSDSP 	20 participants attended the event
	Jamoat dehot Ghoziyon	June 6, 2013	<ol style="list-style-type: none"> 3. Tajibaev Farhod, District Field Officer (DFO), Ghonchi/B.Gafurov , Sughd 4. Iles Kutbiddinov, Ghonji ,MSDSP 5. Jamoat employees, independent deputies, and chairmen of mahalla committees 	20 participants attended the event
Vakhdat district, DRS	Jamoat dehot Chorsu	June 4, 2013	<ol style="list-style-type: none"> 1. Bakhtiyor Inamov Deputy Chief Of Party, LGP 2. MSDSP specialist 3. Jamoat employees, independent deputies and chairmen of mahalla committees 	20 participants attended the event
	Jamoat dehot K. Ismoilov	June 6, 2013	<ol style="list-style-type: none"> 1. Khusniddin Sharipov, Chairman of the jamoat 2. Savriniso Kurbonbekova Field Coordinator, LGP 3. Ravshan Bazarbaev, LGP 4. Rajabali Emomov, DFO, MSDSP 5. 14 jamoat employees, independent deputies, chairmen 	18 participants attended the event

of mahalla committees				
Location	Date	Objective	Participants	Results
Nurobod district, DRS	Jamoat shahrak Darband	June 3	1. Shuhrat Razykov, Municipal Development Specialist, LGP	11 participants attended the event
	Jamoat dehot Khumdon	June 5	2. MSDSP specialists 3. Jamoat employees, independent deputies, chairmen of mahalla committees	14 participants attended the event
Norak district, Khatlon Region	Jamoat dehot Pulisangin	June 5	1. Zilya Shomakhmadova, Citizens Participation Specialist, LGP 2. MSDSP specialists 3. Jamoat employees, independent deputies, chairmen of mahalla committees	18 participants attended the event
Temurmalik district, Khatlon Region	Jamoat shahrak Soviet	June 4	1. Ahmad Khayrulaev, Municipal Development Specialist, LGP 2. MSDSP oblast and district specialists 3. Jamoat employees, independent deputies, chairmen of mahalla committees	20 participants attended the event
	Jamoat dehot Bobo Unus	June 6	1. Ahmad Khayrulaev, Municipal Development Specialist, LGP 2. MSDSP oblast, district and jamoat specialists 3. Jamoat employees, independent deputies, chairmen of mahalla committees	26 participants attended the event
Yovon district , Khatlon Region	Jamoat shahrak Yovon	3 June	1. Rahim Soliev, Khatlon Regional Coordinator, LGP 2. Komil Ghulomnabiev , MSDSP Khatlon Region 3. Rustam Kucharov, DFO Yovon MSDSP specialist	23 persons attended the event

			4. Jamoat employees, independent deputies, chairmen of mahalla committees	
	Jamoat dehot Chorgul	5 June	1. Rahim Soliev, Khatlon Regional Coordinator, 2. Rustam Kucharov MSDSP specialist 3. Jamoat employees, independent deputies, chairmen of mahalla committees	18 persons attended the event
Location	Date	Objective	Participants	Results
Ghonji district of Sughd region	Jamoat shaharak Ghonji	June 10	1. Naimjon Nabiev, Regional Coordinator, Sughd, LGP	23 participants attended the event
	Jamoat dehot I. Somoni	June 13	2. MSDSP specialists 3. Jamoat employees, independent deputies, chairmen of mahalla committees	23 participants attended the event
Norak district, Khatlon Region	Jamoat dehot Dukoni	June 11	1. Zilya Shomakhmadova, Citizens Participation Specialist, LGP 2. Amir Mirzoev, District Field Officer, MSDSP 3. Jamoat employees, independent deputies, chairmen of mahalla committees	27 participants attended the event
Julikul district, Khatlon Region	Jamoat shaharak 20 solagii Tojikiston	June 11	1. Rahim Soliev, Regional Coordinator Khatlon, LGO	23 participants attended the event
	Jamoat dehot Jilikul	June 13	2. Rustam Kucharov, District Field Officer MSDSP 3. Jamoat employees, independent deputies, chairmen of mahalla committees	20 participants attended the event
Shughnon district, GBAO	Jamoat dehot Shirinjonov	June 18	1. Habib Vatanshoev, Local partner 2. Davlatyor Beknazarov, District Field Officer, Roshtkala/ Shugnan, GBAO	23 participants

			3. Ghulomsho Lutfaliev , Program Coordinator, MSDSP/AKF	
			4. Jamoat employees, independent deputies, chairmen of mahalla committees	
	Jamoat dehot Suchon	June 20	1. Habib Vatanshoev, Local partner 2. Ghulomsho Lutfaliev , Program Coordinator, MSDSP/AKF 3. Jamoat employees, independent deputies, chairmen of mahalla committees	24 participants
Location	Date	Objective	Participants	Results
Roshtkala district, GBAO	Jamoat dehot Roshtkala	June 19	1. Ahmad Khayrulaev, Municipal Development Specialist, LGP 2. Davlatyor Beknazarov, District Field Officer, Roshtkala/ Shugnan, GBAO 3. Jamoat employees, independent deputies, chairmen of mahalla committees	20 participants
	Jamoat dehot Tusiya	June 17	1. Ahmad Khayrulaev, Municipal Development Specialist, LGP 2. Habib Vatanshoev, local partner 3. Davlatyor Beknazarov, District Field Officer, Roshtkala/ Shugnan, GBAO 4. Ghulomsho Lutfaliev , Program Coordinator, MSDSP/AKF 5. Jamoat employees, independent deputies, chairmen of mahalla committees	21 participants

Location	Date	Objective	Participants	Results
Kurgan Tube city, Khatlon region	July 2, 2013	<ul style="list-style-type: none"> LGP Goals and Tasks Presentation, Discussion on partnership in formation the budget of LGP target jamoats for 2014 	6. Najmidinov Khairidin, Deputy Head of Finance Administration of Khatlon Region. 7. Odinaev Kholmahmad, Head of Economic Sectors Financing Department , Finance Administration of Khatlon Region 8. Bakhtiyor Inamov, Deputy Chief Of Party, LGP 9. Rahim Soliev, Regional coordinator for Khatlon, LGP	The USAID LGP Goals and tasks were presented. Finance and the administration of Khatlon Region specialists will participate in providing TA for jamoats in formation budgets for 2014 and LGP events.
B. Ghafurov district ,Sughd Region	July 3 , 2013	To discuss the possibility of allocation of funds from local budget to jamoat dehot Ghoziyon for communal service sector	1. Zafar Khodiboev, Head of Finance Administration, B. Ghafurov district 2. Lola Kudusova, LG Budget and Finance Specialist 3. Naimjon Nabiev, LGP Regional Coordinator	The district government will support the jamoat at in allocation of funds from local budget to jamoat dehot Ghoziyon for communal service sector
Yovon district, Khatlon region	July 18, 2013	Discussing the partnership between district and LGP and introduction jamoat budget in Yovon district in future	1. Tagoev Rajabali, Chairman of Yavan district 2. Rajabov Rajabali, Head of administration of Yavan district 3. Michael Vlaisavlshovich, Project Director ,Deloitte Consulting, Washington 4. Lamar Cravens, COP, LGP 5. BakhtiyorInamov, DCOP, LGP	The jamoat of Yovon shahrak and the district finance department agreed for introduction of jamoat budget
Jamoat <i>shahrak</i> Yovon, Khatlon region	July 18, 2013	Discussing the partnership between LGP and Jamoat shahrak Yovon LGP, introduction jamoat budget in Yovon district and readiness of jamoat and finance department of district for introduction jamoat budget	1. Hasanov Abdukahor, Chairman of Yavan jamoat shahrak 2. Gulyev Farmon, Head of finance department of Yavan district 3. Yorov Subhon, Director of municipal HCS enterprise 4. Michael Vlaisavlshovich, Project Director ,Deloitte Consulting, Washington 5. Lamar Cravens, COP LGP 6. BakhtiyorInamov, ,	

Location	Date	Objective	Participants	Results
Jamoat shahrak Gafurov ,Sughd region	September 11, 2013	Study the jamoat's civil and notarial registration process	<ol style="list-style-type: none"> 1. Abubakr Inamov, Head of Civil, Economic and Social Legislation Department of Ministry of Justice of RT, member of the Inter-ministerial working group 2. BakhtiyorInamov, Deputy Chief Of Party, LGP 3. Naimjon Nabiev, Regional Coordinator for Sughd, LGP 4. Kurbonoy Mirzoeva, Chairmen of jamoat shahrak Gafurov 5. Aminjon Pulotov Secretary Jamoat shahrak Gafurov 6. Malohat Kasymova, Social issues and communication specialist of the jamoat shahrak Gafurov; 7. Hikoyt Mirhakimova, Head of civil registry office of Gafurov district 	Jamoat's civil and notarial registration process was learned and report was prepared
Khujand city ,Sughd region,	September 12, 2013	Discussion on the jamoat's civil and notarial registration process in districts, difficulties and decision	<ol style="list-style-type: none"> 1. Abubakr Inamov, Head of Civil, Economic and Social Legislation Department of Ministry of Justice of RT, member of the Inter-ministerial working group 2. BakhtiyorInamov, Deputy Chief Of Party, LGP 3. Naimjon Nabiev, Regional coordinator for Sughd, LGP 4. 12 employers of Sughd region justice department, Gafurov, Spitamen and Rasulov districts 	Results of the meeting will be used for jamoat budget model
Sughd Region, Jamoat I. Somoni of Gonchi district	September 13, 2013	Study of the jamoat's civil and notarial registration process	<ol style="list-style-type: none"> 1. Abubakr Inamov, Head of Civil, Economic and Social 	Jamoat's civil and notarial registration process was learned

			Legislation Department of Ministry of Justice of RT, member of the Inter-ministerial working group 2. BakhtiyorInamov, Deputy Chief Of Party, LGP 3. Naimjon Nabiev, Regional coordinator for Sughd, LGP 4. Kholikberdi Atamov, Chairmen of jamoat I. Somoni; 5. Umar Hamroev, Jamoat I. Somoni Secretary, 6. Sharif Saidov, accountant of Jamoat I. Somoni	and Report prepared
Location	Date	Objective	Participants	Results
Meeting regarding CIP with the jamoat				
B. Ghafurov district, Sughd region	Jamoat <i>shahrak</i> Ghafurov	September 25, 2013	6. Naimjon Nabiev, Regional Coordinator Sughd, LGP	9 participants, including 7 members of jamoat management board
	Jamoat <i>dehot</i> Ghoziyon	September 18, 2013	7. Farhod Tajibaev, MSDSP 8. Jamoat employees, deputies/members of jamoat council 9.	9 participants, including 7 members of jamoat management board
Ghonji district , Sughd region	Jamoat shahrak Ghonji	September 24, 2013	4. Naimjon Nabiev, Regional Coordinator Sughd, LGP 5. Ilyos Kutbiddinov, MSDSP 6. Jamoat employees, deputies/members of jamoat council	9 participants, including 7 members of jamoat management board
	Jamoat dehot I. Somoni	September 13, 2013	1. Bakhtiyor Inamov, Deputy Chief of Party, LGP 2. Naimjon Nabiev, Regional Coordinator Sughd, LGP 3. Jamoat employees, deputies/members of jamoat council	Totally 11 persons, including 6 members of jamoat council, participated in the event
Nurobod district, DRS	Jamoat shahrak Darband	September 19, 2013	1. Shuhrat Razykov, Municipal Development Specialist, LGP	7 deputies
	Jamoat dehot Khumdon	September 19, 2013	2. Jamoat employees, deputies/members of jamoat council	6 deputies
Norak district, Khatlon Region	Jamoat dehot	September 27, 2013	4. Zilya Shomakhmadova,	63 participants, including 35 deputies

	Dukoni		Citizens Participation Specialist, LGP 5. Rahimjon Soliev, Regional Coordinator Khatlon, LGP 6. Jamoat employees, deputies/members of jamoat council	LGP team presented the jamoat CIP and report on Water Supply Assessment to deputies and mahalla leaders on general jamoat meeting – Assembly
Location	Date	Objective	Participants	Results
Yovon district , Khatlon Region	Jamoat shahrak Yovon	September 23	1. Rahimjon Soliev, Regional Coordinator Khatlon, LGP 2. Jamoat employees, deputies/members of jamoat council	7 participants
Julikul district, Khatlon Region	Jamoat shahrak 20 solagii Tojikiston	September 18, 2013	4. Rahimjon Soliev, Regional Coordinator Khatlon, LGP 5. Jamoat employees, deputies/members of jamoat council	25 deputies
	Jamoat dehot Jilikul	September 24, 2013	1. Rahimjon Soliev ,Regional Coordinator Khatlon, 2. LGP Jamoat employees, deputies/members of jamoat council	7 deputies